

12/12/64

SECRET

HKOS

Distribution made this date to:

12 August 1964

Approved For Release 2005/08/03 : CIA-RDP70-00211R000500040086-7

Note: EXTRA COPIES being held by Records Center

To: All Area Records Officers (as shown on the attached Directory of

Also: Ea. Mbr. of Adm. Staff, 604 - 10 16 - 16th ST. (12/14/65)

From: Chief, Records Administration Staff

also: [redacted] TS official  
of Sec. 8E-31, 10th fl.

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Subject: Disposal Authorization for Certain Communication Control Records

1. Disposal standards for certain communications control records are now approved for Agency-wide application. The Office of Security and the CIA Top Secret Control Officer have concurred in the destruction of these records after retention for specified periods. Legal authorization to destroy these records has also been obtained from National Archives and the Congress. These records are:

- a. Top Secret Logs. Top Secret logs maintained at control points to indicate accountability for Top Secret documents, and reflecting the receipt, dispatch or destruction of the documents.

Approved Disposal: Destroy 10 years after documents shown on forms are downgraded, transferred to the Records Center, destroyed or sent outside control point.

- b. Top Secret Cover Sheets.

Approved Disposal: Destroy 10 years after document has been downgraded, destroyed, or sent outside CIA.

- c. Secret and Below Logs. All forms used to record the receipt and distribution of incoming and outgoing Communications.

Approved Disposal: Destroy after 1 year. /

- d. Classified Document Receipts (Top Secret, Secret, and Confidential).

Approved Disposal: Destroy after 2 years.

- e. Courier Receipts including TOP SECRET (other than those retained by the Agency Courier Office).

Approved Disposal: Nonrecord Material. Destroy after 3 months.

2. Records Officers should therefore review their Records Control Schedules and make appropriate changes in the disposition instructions for those items to permit their destruction. Schedules of your records maintained by this Staff are being changed accordingly. The Records Center is being notified to make similar changes in the copies of schedules they maintain and to initiate action to destroy the retired records covered by this authorization.

- 3. This updates my Memo of [redacted] t.

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